



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
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MEMORANDUM

**TO: Mayor West, Vice Mayor Toney, Council
Dan Taber, Town Manager**
FROM: Christine R. Sanders, Town Attorney
DATE: May 14, 2012
RE: April 2012 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you of April 10, 2012 for the month of March 2012. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager daily on matters concerning personnel, business licenses, occupancy permits, land use, planning and development issues, town ordinances, freedom of information act requests, budget adoption, election issues, invocation policy and other legal matters.
- Consulted with different councilmembers and mayor regarding legal issues presented.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in twice Prince William County General District Court and once in Juvenile and Domestic Relations Court.
- Met with Director of Community Development and new Town Planner/Zoning Administrator to discuss pending determinations, violations, occupancy permit updating, public advertisements, proposed zoning text amendments.
- Met with attorney for PLI regarding matters pertaining to outstanding notices of violation issued by DEQ, business license issues, and request to meet with council to discuss its permit application for expansion.
- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations and legal publications, staff reports, and public hearing notices. In particular worked together on crafting appropriate rezoning conditions and draft conditions for pending conditional use permit applications.

- Attended several staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law. Drafted or revised several resolutions for council meetings.
- Responded to weekly FOIA requests regarding criminal summons issued by Dumfries police and an additional FOIA request concerning council members' communications.
- Staffed Town Council meetings. Revised, edited and/or drafted resolutions for Town departments' agenda items.
- Continued to advise Town Treasurer on bpol issues, pending collection efforts and follow up matters.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement project and specifically receipt and review of BAR (basic acquisition reports), offer letters and purchase agreements. Working to review title reports and clear title issues.
- Begin draft FOIA Response Policy for adoption by Town. (still ongoing)
- Staffed ad hoc Invocation Policy Committee researched relevant case law, drafted updated policy according to the direction of the committee. Responded to FOIA requests with regard to this committee.
- Reviewed Chief of Police report for Ginn park proposal. Attended Ginn Park committee meeting. Discussed use of video cameras for security in a possible future phase of park.